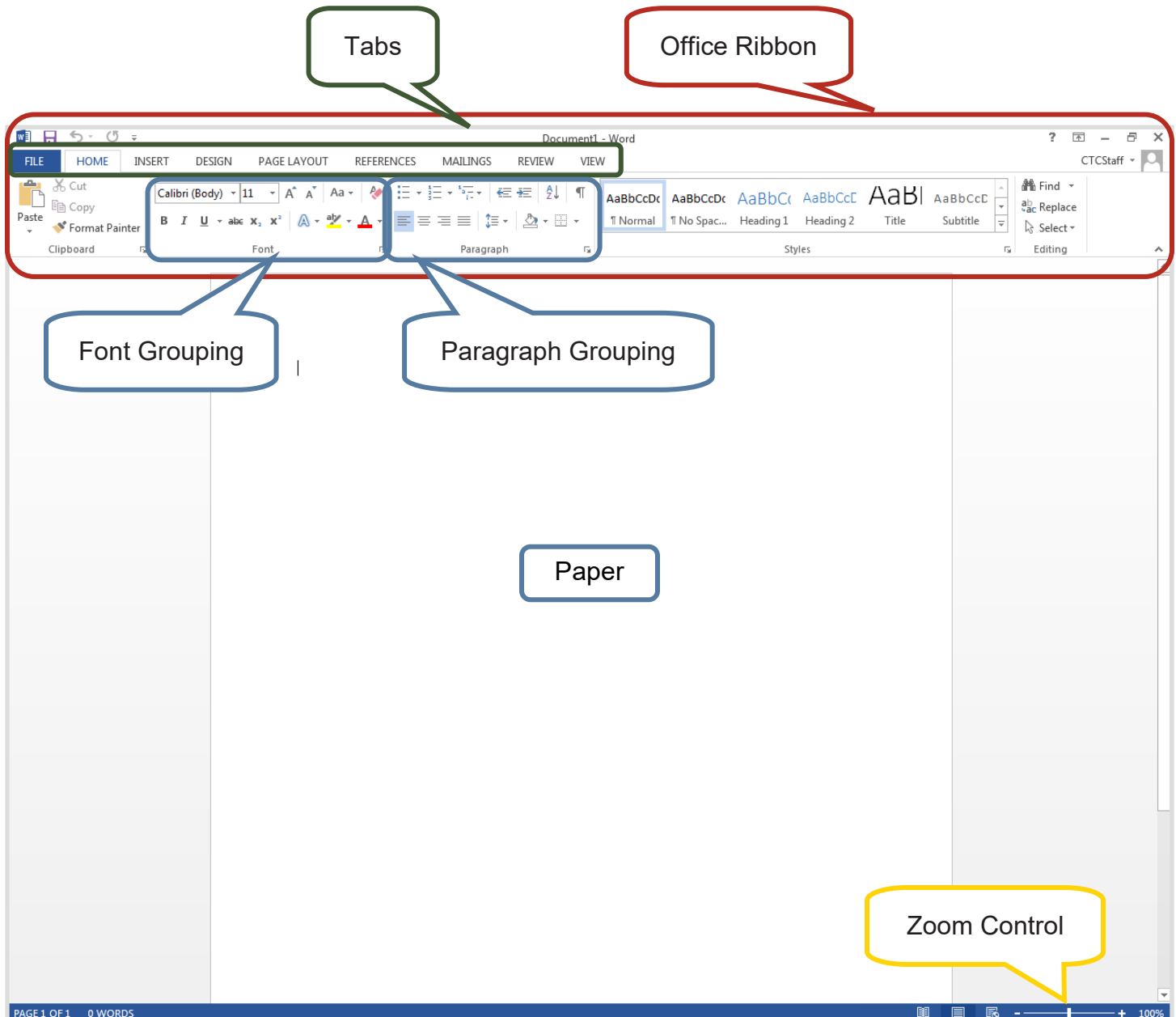


Microsoft Word: Basics

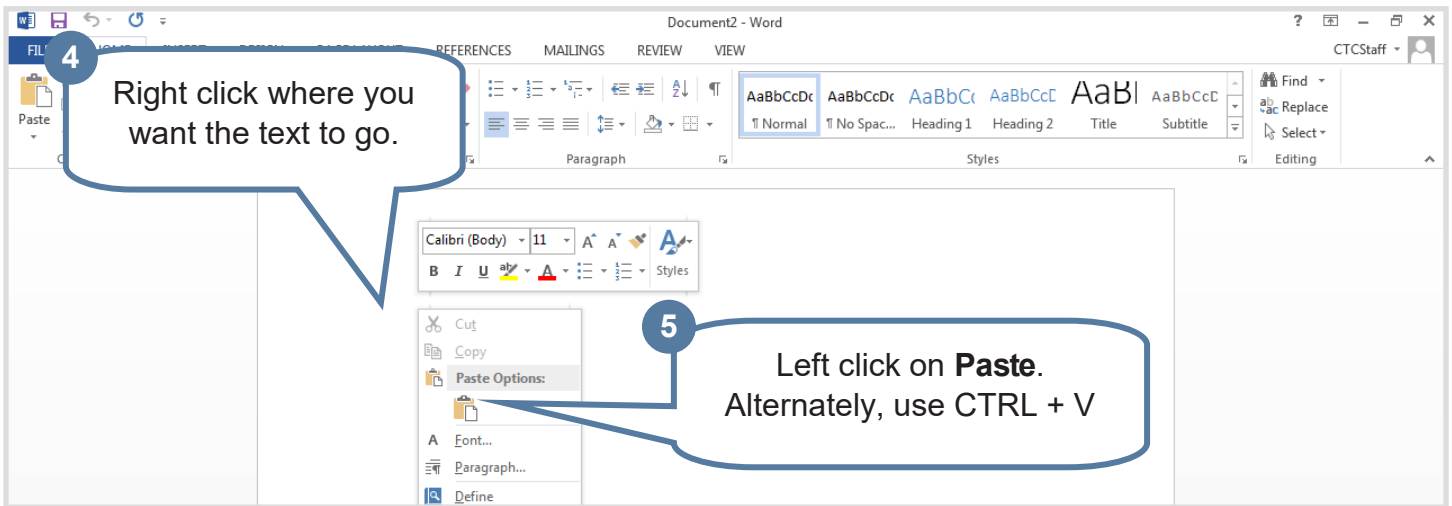
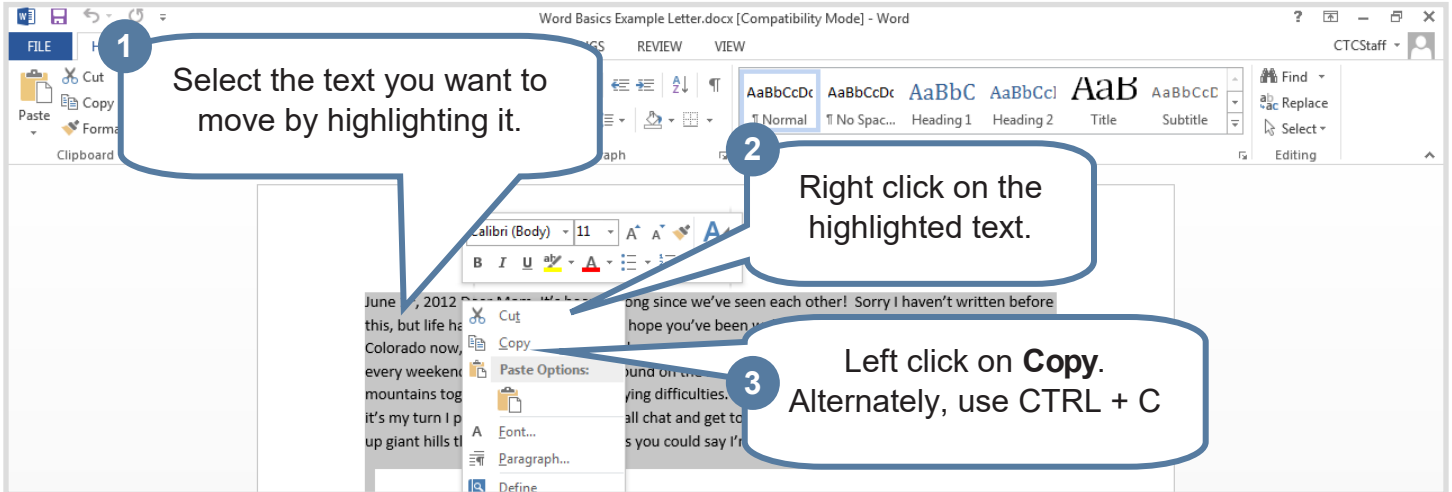


Font: the handwriting of the computer, it is the shape, size, and color of the letters on the page

Paragraph: A block of text; the paragraph grouping gives you control over the alignment of text

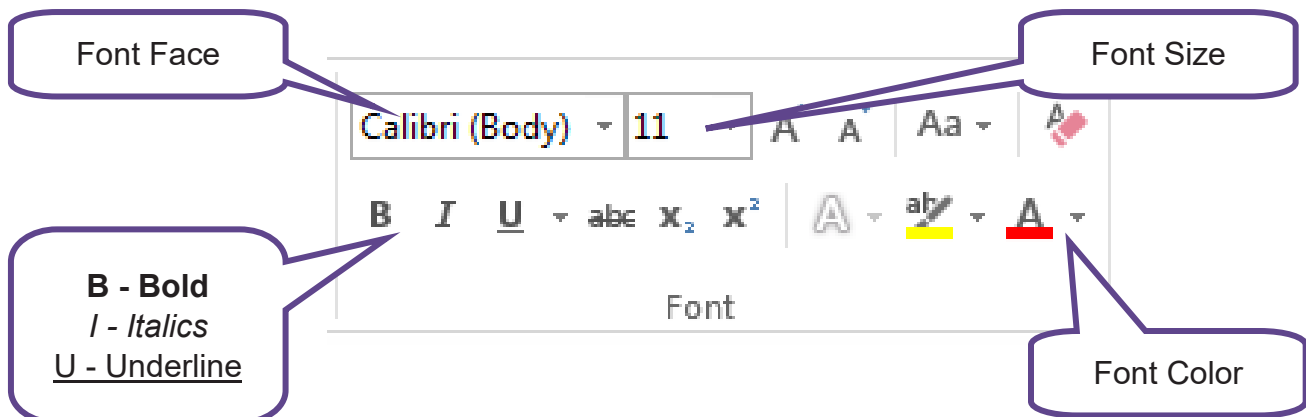
Copy and Paste

Move text around between documents or even between software!



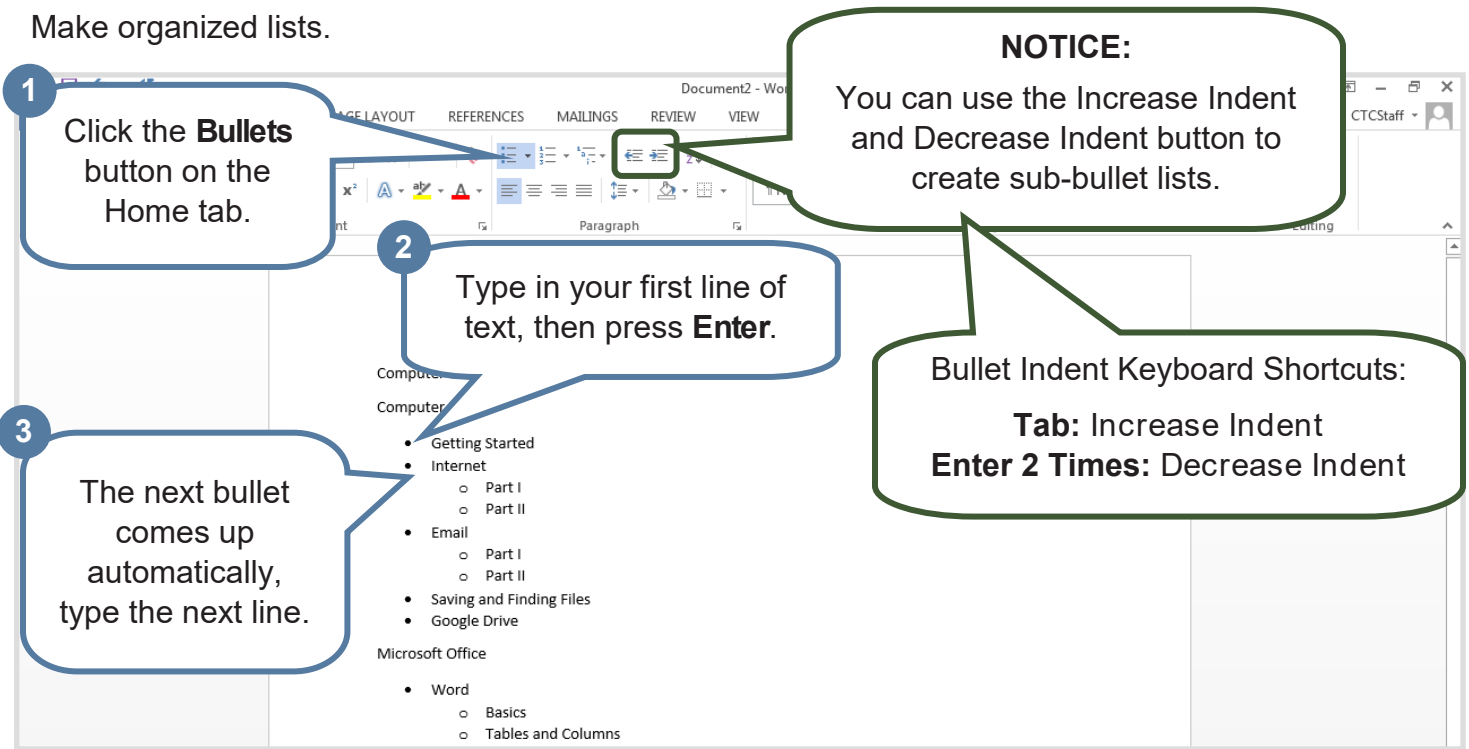
Font

Font is the way the text looks. The letters stay the same, but the shape, size or color may change. To change the font, always start by highlighting the text.



Bullets

Make organized lists.



1 Click the **Bullets** button on the Home tab.

2 Type in your first line of text, then press **Enter**.

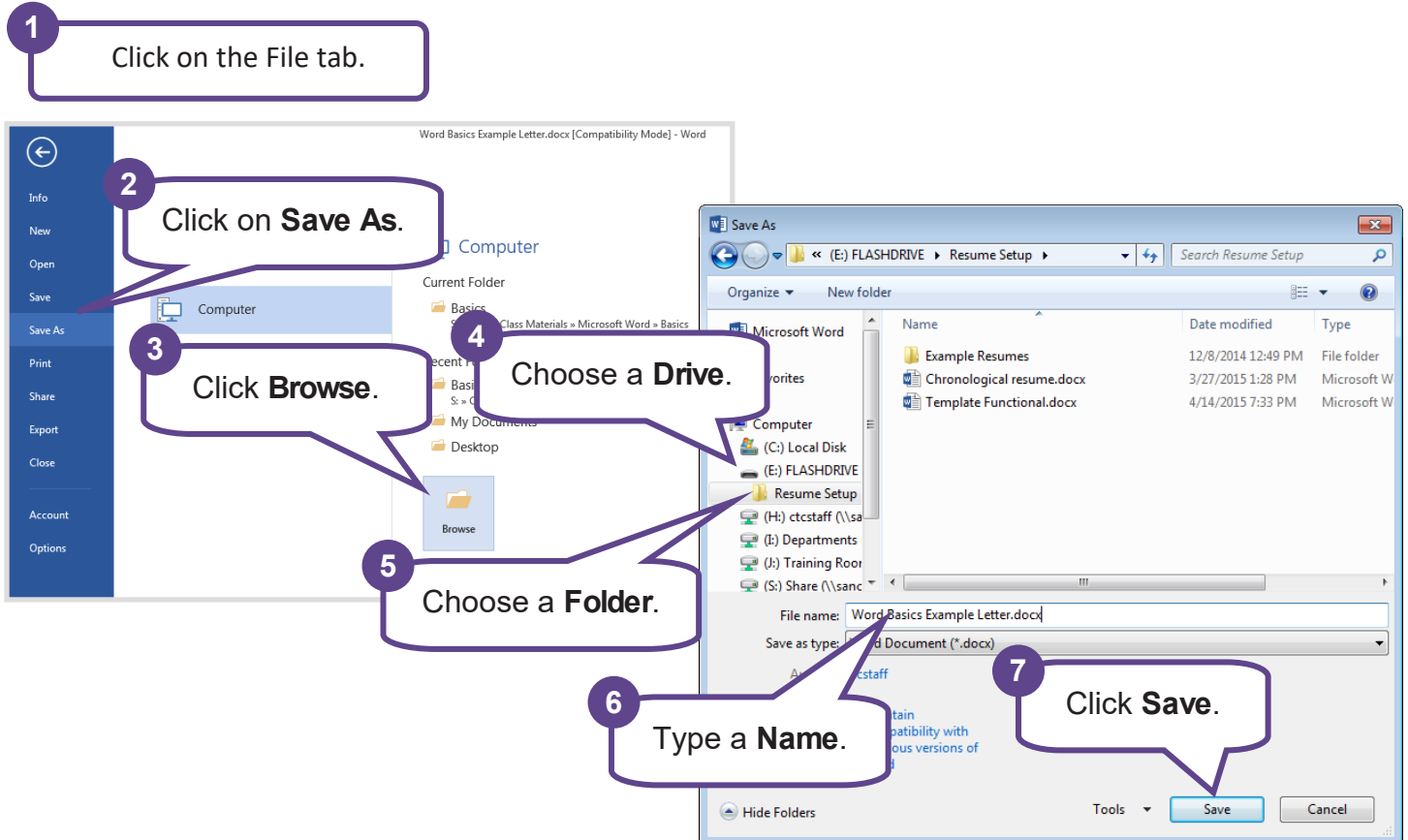
3 The next bullet comes up automatically, type the next line.

NOTICE:
You can use the Increase Indent and Decrease Indent button to create sub-bullet lists.

Bullet Indent Keyboard Shortcuts:
Tab: Increase Indent
Enter 2 Times: Decrease Indent

- Getting Started
- Internet
 - Part I
 - Part II
- Email
 - Part I
 - Part II
- Saving and Finding Files
- Google Drive
- Microsoft Office
 - Word
 - Basics
 - Tables and Columns

Saving



1 Click on the File tab.

2 Click on **Save As**.

3 Click **Browse**.

4 Choose a Drive.

5 Choose a Folder.

6 Type a Name.

7 Click **Save**.

File name: Word Basics Example Letter.docx
Save as type: Word Document (*.docx)

Name	Date modified	Type
Example Resumes	12/8/2014 12:49 PM	File folder
Chronological resume.docx	3/27/2015 1:28 PM	Microsoft Word Document
Template Functional.docx	4/14/2015 7:33 PM	Microsoft Word Document

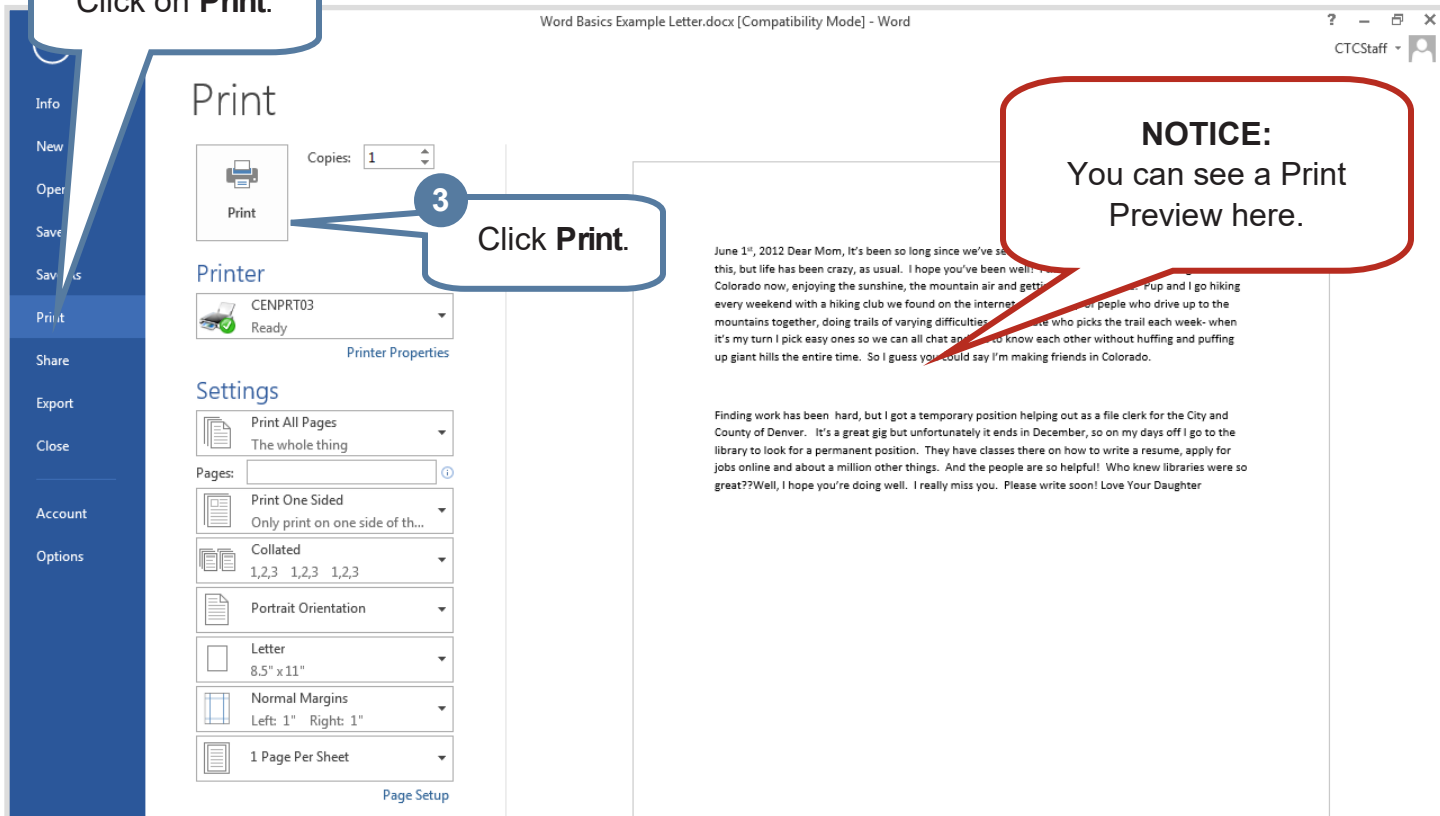
Printing

1

Click on the **File** tab.

2

Click on **Print**.



WHERE TO GET MORE HELP:

The Library: come to the desk and ask for help or attend more classes.

LearningExpress Library & Gale Courses

- Available at www.deerparktx.gov/library with your library card
 - Select E-Library | Online Courses | One of the Above
 - Both have tutorials for Word and other Office products.

Microsoft Support:

- Go to <https://support.office.com/>
 - Select Word—Offers multiple training videos, tips, and templates.

Adapted, with permission, from [Denver Public Library's](http://www.denverpubliclibrary.org) [Computer Class](http://www.denverpubliclibrary.org) curriculum.